



## **FY2007 (7/1/06 – 6/30/07) Annual Work Plan Example XYZ Conservation District**

**For More Information Contact: {Conservation District Chairman}  
{Conservation District Telephone Number}  
{Conservation District Email or Website}**

*Picture of  
Conservation District  
Natural Resource  
Project*

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### **Mission of the XYZ Conservation District**

- Enter here the mission of the Conservation District.

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### **Natural Resource Priorities and Goals:**

- Enter the overall Conservation District's natural resource concerns in priority order and goal(s) for improvement. This information is available in the Conservation District's current Five-Year Resource Conservation Business Plan.
- Sample Statement: Erosion on Highly Erodible Cropland – By November 2009, erosion on highly erodible cropland within the XYZ watershed will be reduced from 10 tons per acre to less than 5 tons per acre
- Sample Statement: Water Quality in XYZ Watershed will meet Idaho water quality standards by November 2010.

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### **Information – Education/Public Outreach Priorities and Goals:**

- Enter the Conservation District's long-term goals for information education/public outreach. This information is available in the Conservation District's current Five-Year Resource Conservation Business Plan.
- Sample Statement: By June 2007 all middle school students will have participated in a one-day conservation field tour and have received hands on field experiences in aquatics, soils, water quality, plants and farm safety.
- Sample Statement: Conduct a Conservation Workshop for landowners and operators in a targeted watershed.

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### **District Operations Priorities and Funding Sources:**

- Enter the Conservation District's goals for district operations. This information is available in the Conservation District's current Five-Year Resource Conservation Business Plan.
  - Sample Statement: Review and update the Conservation District's Policy and Procedure Manual by January 2007.
  - Sample Statement: Conduct Conservation District Supervisor elections according to the State of Idaho election guidance and submit all election forms by December 1, 2006.
  - Sample Statement: Anticipated funds are \$5,000.00 from XYZ County and \$10,000.00 from State of Idaho. Enter here the anticipated funding sources for FY 2007 (July 1, 2006 through June 30, 2007). Information for anticipated funding sources is available in the Conservation District Budget.
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## **FY2007 (7/1/06– 6/30/07) Annual Work Plan Example XYZ Conservation District**

*Picture of Natural  
Resource Project  
Optional*

**For More Information Contact: {Conservation District Chairman}  
{Conservation District Telephone Number}  
{Conservation District Email or Website}**

**Conservation District Priority Area:** Enter here the Conservation District's priority area. (Note priority areas on page 2.)

**Objective:** What the Conservation District plans to accomplish, vision of what the Conservation District could look like; or the ideal state of the resources in the Conservation District.

**Goal(s):** Enter the long-term goal(s) for this program area – should be taken from Priority Objectives and Goals section above or the Conservation District's current Five Year Resource Conservation Business Plan. The goals should reflect what the Conservation District plans to do; what is worth the effort and expense to achieve; goals should be specific – e.g. acres improved; systems installed.

**Actions:** State how the Conservation District plans to implement natural resource conservation and identifies who is responsible.

### **EXAMPLE**

**Priority Area # 1:** District Operations

**Objective:** The Conservation District Board of Supervisors will provide leadership and business management of the highest quality.

**Goal(s):** Maintain District Operations at optimum level of efficiency

**Actions:** (see below)

<b>Actions for FY2007</b>	<b>Target Dates</b>	<b>Person Responsible</b>
Maintain or develop administrative procedures for the Conservation District; develop/update Conservation District Policy and Procedures Manual; conduct annual elections, complete Annual Plan of Work, provide administrative assistance to NRCS.	6/30/07	Board of Supervisors & Staff (list by name)
Develop and submit Conservation District Budget	5/2006	Board of Supervisors & Staff (list by name)
Maintain a comprehensive financial management system using QuickBooks software including an annual financial review/audit, submittals of financial reports, and budget to Soil Conservation Commission.	6/30/07	Treasurer, Administrative Assistant (list by name)
Identify, secure and administer funds for the Conservation District's goals and actions.	9/30/06	Board of Supervisors & Staff (list by name)

## Annual Work Plan Example Continued

Develop and maintain an effective Supervisor and staff development program including identification of Board and Staff training opportunities, attendance at IASCD Division Meeting, IASCD Annual Conference and NACD Annual Conference, and other local, state and regional meetings.	6/30/06	Board of Supervisors, Staff, Soil Conservation Commission (list by name)
Provide technology and equipment to enable the Conservation District to optimize services	8/1/06	Staff (list by name)
Enhance District Operations by staying current with new technical and management information.	3/1/06	Board of Supervisors & Staff (list by name)
Contact 25% of the Conservation District landowners and offer assistance to identify conservation issues and programs for natural resource conservation	6/30/07	Board of Supervisors & Staff (list by name)

### **Recommend Resource Conservation Priority Areas**

Animal Waste Management\*  
 District Operations  
 Fish & Wildlife\*  
 Information/Education\*  
 Irrigated Cropland\*  
 Non-irrigated Cropland\*  
 Pasture/Hayland\*  
 Rangeland\*

Recreation  
 Riparian  
 Urban  
 Water Quality\*  
 Water Resources  
 Woodland  
 Other

\* Meets Antidegradation Plan for Agriculture criteria

Conservation District's are encouraged to address **five (5) priority areas**; additional priority areas may be developed as determined by the Board of Supervisors and local needs.

**Idaho Conservation Districts assisting landowners and operators with their conservation choices**